
CARS #963

PROFILE ID TITLE: AGENCY REIMB**FULL TITLE:** AGENCY REIMBURSEMENT- DES NON-STATE EMPLOY TRAVEL EXP**REPORTING INSTRUCTIONS:****FOR STATE USE ONLY****DO NOT ENTER COSTS ON THIS PROFILE**

The Department reimburses agencies for travel costs incurred by the agency's representative participating on DES advisory/steering committees, training, or other DES organized activity. Agencies will only receive reimbursement if specifically approved by DES staff.

Agencies should submit form DES-2440 along with copies of the representative's travel voucher according to DES Administrator's Memo 95-54.

PROFILE TYPE: Cash Adjustment (A)**EXPENSES ROLL TO THIS PROFILE FROM:** N/A**EXPENSES ROLL FROM THIS PROFILE TO:** N/A**EXPENSES ALLOCATE TO THIS PROFILE FROM:** N/A**EXPENSES ALLOCATE FROM THIS PROFILE TO:** N/A**REIMBURSEMENT %:** 100**PREPAYMENTS:** N/A**LIMITATIONS:** N/A**FEDERAL CATALOG (CFDA) NUMBER:** N/A**DIVISION RESPONSIBLE:** Division of Economic Support